



# **Kentucky Energy and Environment Cabinet**

## **Department for Environmental Protection**

### **Division for Air Quality**

## **Instructions for Submitting an eForm**

The eForms submittal system allows facilities to submit electronic documents to the Division for Air Quality (DAQ) through a website. This process eliminates the file size limitation of email attachments and allows documents to be securely transferred to the ARM database. It also eliminates the need for sending the Division a hard copy of the submittal. After submittal of the electronic documents, the sender immediately receives a confirmation e-mail documenting the submittal.

If you have not submitted documents through eForms before, it will be necessary to create a user account through [Kentucky One Stop](#).

A screenshot of the Kentucky One Stop Business Portal login page. The page has a blue header with "Ky.gov" and "An Official Website of the Commonwealth of Kentucky". Below the header, there is a "Kentucky One Stop BUSINESS PORTAL" logo on the left and a circular logo on the right. The main content area has a yellow box with a "Note" about creating a user account. To the right, there is a login form with fields for "Username" and "Password", a "Sign in" button, and a link "Click here to create one." circled in red. Below the login form is a "Need Help?" link. At the bottom, there is a "WARNING" section with text about the website's ownership and a footer with "Policies Security Disclaimer Accessibility" and "Kentucky UNBUILT BY ANYONE" logo.

Once you have navigated to the One Stop Portal, select “Click Here to Create One.”

The following screen will appear. Fill out all of the information.

Ky.gov An Official Website of the Commonwealth of Kentucky

Search

Kentucky One Stop Security Information Management System (SIMS) User Guide Login

### Create Account

Username\*

Display Name\*

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Password\*

Confirm Password\*

[Optional profile information](#)

[Clear Form](#) [Create Account](#)

Policies Security Disclaimer Accessibility

**Kentucky**  
Commonwealth of Kentucky

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Kentucky.gov

Once you have created your account log in. If you receive the following screen, select **Return to Dashboard**.

Kentucky One Stop Security Information Management System (SIMS) User Guide

### What would you like to do ?

- Invite User**  
Invite users to your existing business >
- Request Access**  
• Alcoholic Beverage Control (ABC)  
• Enterprise Business Intelligence >
- Return to Dashboard**  
Kentucky Business One Stop Portal >

The One Stop Portal Dashboard will now appear.

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Search

Kentucky One Stop Kentucky Business One Stop Portal

My Businesses Submissions in Progress EEC eForms

Submittal ID	Form Name	Modified Date	Details	Status
Search by ID	Search by partial Form Name	Search by Date	Search by partial Details	
133267	DAQ Permit Application Electronic Submittal	07-30-2018	Upcoming eForms Feature	eForm created but never saved by user
132833	DAQ Permit Application Electronic Submittal	07-27-2018	Upcoming eForms Feature	eForm created but never saved by user
123866	DAQ Field Operations Branch Electronic Submittal	04-03-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
123490	DAQ Permit Application Electronic Submittal	03-27-2018	Upcoming eForms Feature	eForm created but never saved by user
122440	DAQ Field Operations Branch Electronic Submittal	03-12-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
122233	DAQ Field Operations Branch Electronic Submittal	03-06-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
117623	DAQ Field Operations Branch Electronic Submittal	03-06-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
117622	DAQ Field Operations Branch Electronic Submittal	01-11-2018	Upcoming eForms Feature	eForm created but never saved by user
116901	DAQ Field Operations Branch Electronic Submittal	01-03-2018	Upcoming eForms Feature	eForm created but never saved by user
116857	DAQ Field Operations Branch Electronic Submittal	01-02-2018	Upcoming eForms Feature	User Saved

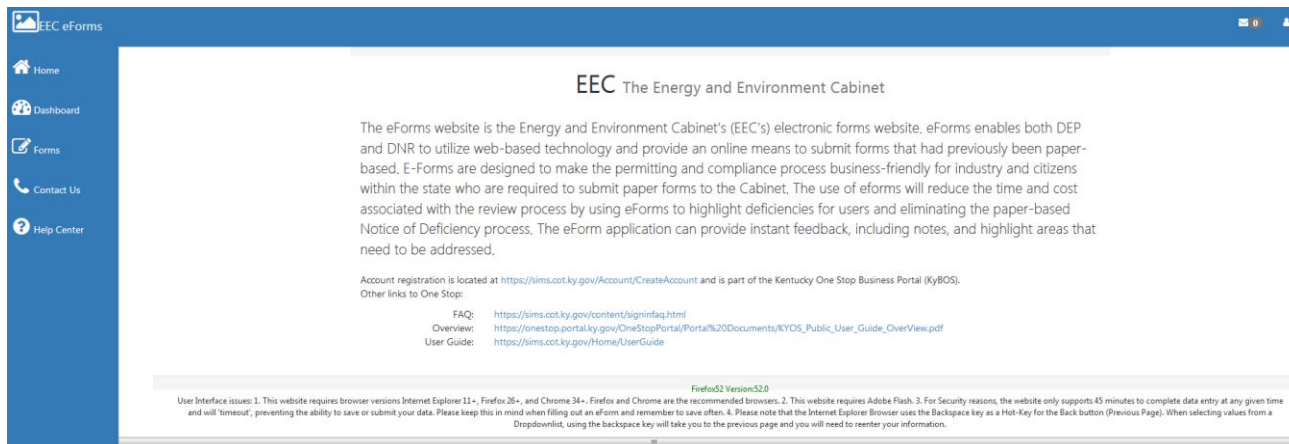
1 - 10 of 13 items  
EEC eForms loaded at 3:58 PM

#### Other Services

- Request Access**
  - Alcoholic Beverage Control (ABC)
  - Enterprise Business Intelligence
- Energy and Environment Cabinet**
  - DEP eForms
  - DNR eForms
- Motor Carrier Online Services**
  - Motor Carrier Portal (MCP)
  - KYU Efile
  - KIT Efile

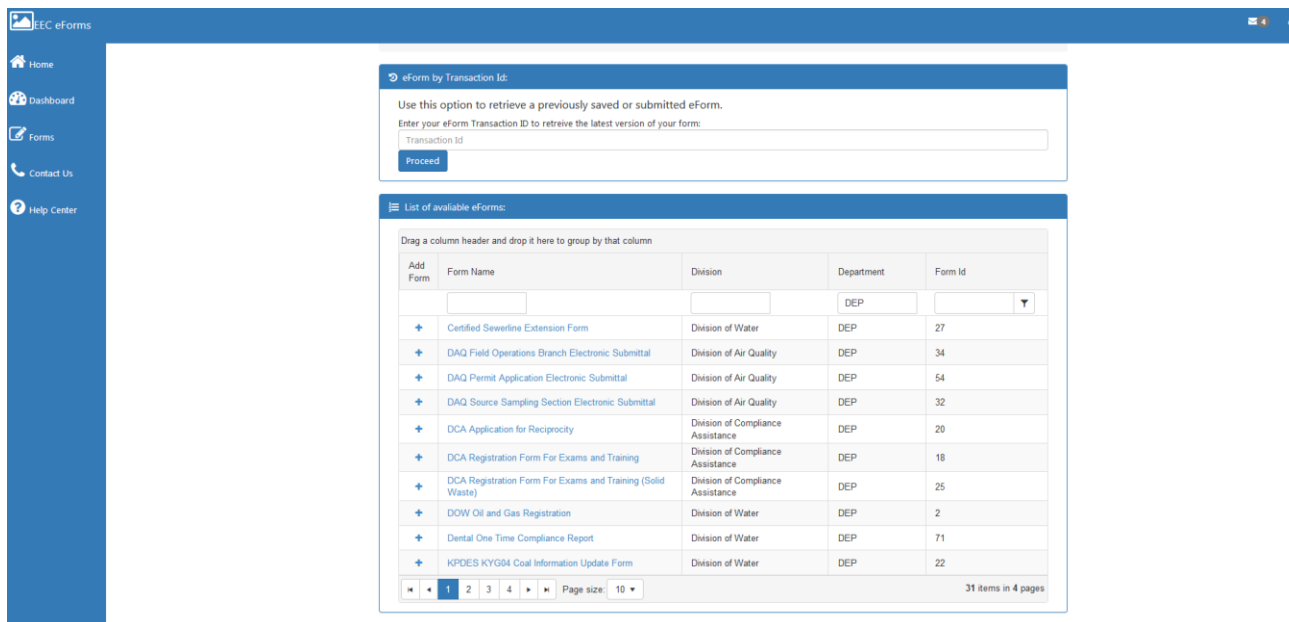
There are three tabs located on the dashboard. My Businesses, Submissions in Progress, and EEC eForms.

To the right side of the page are **Other Services** which includes **Energy and Environment Cabinet** • **DEP eForms**. Select **DEP eForms**.



This is the EEC electronic forms website. This is the site that you will enter your documents. Select **Forms** on the left side.

Once selected, you will be directed to the following screen with a list of available eForms.



## Who do I submit my eForm to?

**DAQ's Field Operations Branch** (DAQ FOB) accepts permit-required reports such as annual compliance certifications, semi-annual monitoring reports, etc. The DAQ Field Operations Branch includes the FOB Central Office and the Regional Offices where the FOB inspectors are located, along with a Supervisor for each office. Questions? Contact the appropriate [Regional Office Supervisor](#).

Use this eForm to submit permit required reports to the Kentucky Division for Air Quality's Field Operations Branch. The Field Operations Branch (FOB) includes the FOB Central Office and the Regional Offices where the FOB inspectors are located along with a Supervisor for each office. Permitting application correspondences **are not accepted** through this eForm and must be submitted to the Permit Review Branch. Please note that reports required to be submitted to other branches in DAQ will not be accepted here or forwarded to other branches and **as such will not be considered received**. If you have questions about this eForm, please contact the appropriate Regional Office Supervisor.

**DAQ's Permitting Section** accepts files such as permit applications and related application documents. Questions? Contact Clay Thompson at [Clay.Thompson@ky.gov](mailto:Clay.Thompson@ky.gov)

Use this eForm portal to submit permit applications and related application documents to the Kentucky Division for Air Quality, Permit Review Branch. Please review the list of document types below as a guide to the type of submittals accepted via this web page. For copies of blank permit application forms please see: <http://dep.ky.gov/formslibrary/Pages/default.aspx>

Applications submitted via **email will no longer be accepted** due to the restrictions on file size, limited tracking, and strain on our email network. Submittal using this web page portal will provide instant proof of delivery to the applicant, has no file size restrictions, and will be considered the official submittal to the agency.

### **Please do not send the following to DAQ's Permitting Section:**

- **Compliance reports** and other permit required reporting submittals, such as Annual Compliance Certifications and Semi-Annual Reports, are not accepted through this eForm and must be submitted to the Field Operations Branch using eForms page.
- **Stack test** protocols, sampling protocols, test plans, and test result reports must be submitted to the Division's Technical Services Branch, Source Sampling Section.

- While this website is secure, please **do not submit confidential business information** via this website. Also, note that information claimed as confidential business information that has not previously been granted such treatment, in accordance with 400 KAR 1:060, must include a written request for such treatment in paper form to the attention of Division for Air Quality, Permit Support Section at the mailing address listed on our home page <http://air.ky.gov>

**DAQ's Source Sampling Section** accepts files such as sampling protocols and compliance test reports through this website. Questions? Contact Jessica Dixon at [Jessica.Dixon@ky.gov](mailto:Jessica.Dixon@ky.gov)

- Use this eForm portal to submit all test protocols, test notifications, test reports, and any test-related documentation to the Kentucky Division for Air Quality's Source Sampling Section. Please see the [Source Sampling and Testing](#) web page for additional information.

## **There are two options for uploading your documents.**

**Option A** allows you to go directly to a screen for uploading your document. Use this option when you are submitting a file for the first time for a facility. Basic information about the facility (agency interest number, address, etc.) is required, allowing the file to be uploaded and submitted.

**Option B** has 2 choices. You can either view a previously submitted eForm or you can retrieve a previous eForm to use as a template for a new submittal. Use of this option requires that you enter an eForm transaction ID that was emailed to you after submittal of a previous eForm.

Detailed directions for these two options follows.

## Option A:

- 1) After you have determined who you need to submit your eForm to select the **+** radio button under the **Add Form** column adjacent to your intended recipient. Once you have made a selection, an entry page will appear.

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

Transaction Id

Proceed

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
			DEP	
<b>+</b>	Certified Sewerline Extension Form	Division of Water	DEP	27
<b>+</b>	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	DEP	34
<b>+</b>	DAQ Permit Application Electronic Submittal	Division of Air Quality	DEP	54
<b>+</b>	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	DEP	32
<b>+</b>	DCA Application for Reciprocity	Division of Compliance Assistance	DEP	20
<b>+</b>	DCA Registration Form For Exams and Training	Division of Compliance Assistance	DEP	18
<b>+</b>	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	DEP	25
<b>+</b>	DOW Oil and Gas Registration	Division of Water	DEP	2
<b>+</b>	Dental One Time Compliance Report	Division of Water	DEP	71
<b>+</b>	KPDES KYG04 Coal Information Update Form	Division of Water	DEP	22

Page size: 10
31 items in 4 pages

- In this example **DAQ Field Operations Branch Electronic Submittal** was selected.

Division for Air Quality  
Field Operations Branch  
Electronic Submittal

Use this form for submittals to the Field Operations Branch.

Electronic submittal of compliance documents eliminates the need to submit hard copy documents to either the Division's regional offices or central office.

While this website is secure, do NOT submit confidential business information via this website. Also, note that information claimed as confidential business information that has not previously been granted as such in accordance with 400 KAR 1:050 must be submitted for consideration to the Permit Support Section as required in 401 KAR 52:030, 035, and 040.

Agency/State Information:

Agency Interest # (\*)
County

Site Name (\*)

Site Address (\*) (Number and Street)

Site City (\*)
Site State (\*)
Site Zip Code (\*)

Submittal of Report By:

Company/Affiliation Name (\*)
Company/Affiliation Phone Number (\*)
Contact Person First Name (\*)
Contact Person Last Name (\*)
E-Mail Address (\*)
Alternate E-Mail Address

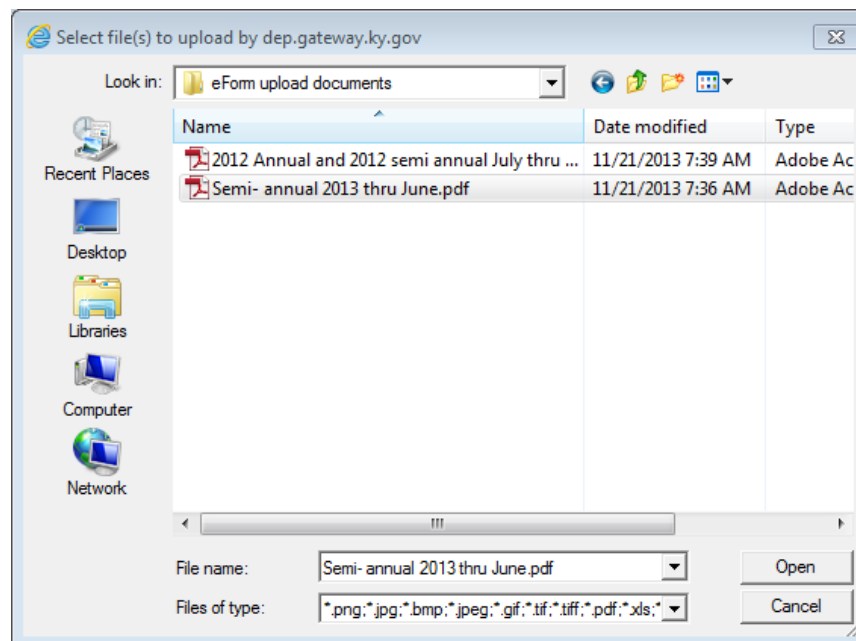
Type of Document Submitted:

Note: All reports must signed by the responsible official as defined in 401 KAR 52:001.

- 2) In the '**Agency/Site Information**' and '**Submittal of Report By**' sections of the page, fill out the blank fields and use the provided dropdown fields to enter data about the facility.

**\*Note**

- The fields marked by an asterisk (\*) **are required** to submit your document.
  - The **Agency Interest number (AI)** for a facility is located on the cover page of the permit. If you cannot find your permit, look for this number on any other correspondences from DEP or call your regional office.
  - **The system will time-out if left idle for 45 minutes.** If you are in the middle of completing an eForm and wish to have the system save the entered information for future retrieval, click the '**Click to Save Values for Future Retrieval**' button at the bottom of the page. This will return you to the eForms Application page, and display an eForm Transaction ID number that **you should save for use** in the **Option B Method** below. The eForm transaction ID number is lengthy so copying and pasting and saving it is recommended.
- 3) In the '**Type of Document Submitted**' section of the page, click the '**Upload File**' button that best corresponds to the type of document you are submitting. If you don't think your file is any of the types listed or you are not sure use the '**Other:**' type selection, making sure to type a brief description in the provided field.
- 4) After clicking the 'Upload File' button the following window will open. Navigate to the location on your computer where the document is stored, click on the document to select it, then click the '**Open**' button:



Your document will be uploaded to the web page and the file name will display under the **Upload file** button:

State Semi-Annual Report	
<div>Upload file</div>	
Files	
<input checked="" type="checkbox"/> 2018 1st Semi Annual Monitoring Report.docx (11.0KB)	<a href="#">Remove</a>
This is the first submittal for the time period.	

Use this drop down to select whether this is the first submittal or a revision of a previously submitted form.

To remove the uploaded file, click the '**Remove**' button.

The DAQ FOB eForm allows the user to upload multiple files in one eForm submittal. To upload multiple files, repeat the process above for uploading files. The DAQ FOB eForm allows you to upload up to 5 files for each document type.

- DAQ FOB eForm only- some document types require you to make a selection from the drop-down menu to identify whether the submittal is the first submittal for the time period or whether it is a revised submittal of a previously submitted report.
- When you are satisfied with the uploaded file(s), click the '[Click to Submit to DEP](#)' button. The page will refresh and display a receipt at the top of the page.

You may wish save this page as proof of your submittal and to have the submittal ID and transaction ID for future use. This information will also be emailed to you upon submittal of your document.

Thank you for submitting the following documents on 03/08/2018 via the Department for Environmental Protection's eForms website:

Submitted File Name	Document Type
1. DAQ FCE 092517 Natural Gas Usage.pdf	Annual Compliance Certification

Submittal ID: 122233

Transaction ID: 8457b121-8aee-42de-a242-b1687943ea80

Please save a copy of this email for your records.

If you have questions regarding this electronic submittal, please contact the regional office listed on the front of your permit at the number listed on the front of your permit.

Note: This email is formatted to be viewed as HTML.

Regards,  
Environmental Systems Support Team

**Option B** – Use of this method requires an eForm transaction ID that was previously provided to you as described above. If you do not know your transaction ID, log in to One Stop.

Once you have logged back into KY One Stop, you will be at the One Stop Portal Page. You will have three tabs to choose from. Select EEC eForms and a list of your forms will be shown. Select the file you want to work on or work from.

Kentucky Business One Stop Portal

My Businesses Submissions in Progress EEC eForms

Submittal ID	Form Name	Modified Date	Details	Status
138576	DAQ Field Operations Branch Electronic Submittal	09-21-2018	Upcoming eForms Feature	User Saved
138562	DAQ Field Operations Branch Electronic Submittal	09-21-2018	Upcoming eForms Feature	User Saved
133267	DAQ Permit Application Electronic Submittal	07-30-2018	Upcoming eForms Feature	eForm created but never saved by user
132833	DAQ Permit Application Electronic Submittal	07-27-2018	Upcoming eForms Feature	eForm created but never saved by user
123866	DAQ Field Operations Branch Electronic Submittal	04-03-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
123480	DAQ Permit Application Electronic Submittal	03-27-2018	Upcoming eForms Feature	eForm created but never saved by user
122440	DAQ Field Operations Branch Electronic Submittal	03-12-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
122233	DAQ Field Operations Branch Electronic Submittal	03-08-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
117623	DAQ Field Operations Branch Electronic Submittal	03-08-2018	Upcoming eForms Feature	Completed Migration to EEC Data Management System
117622	DAQ Field Operations Branch Electronic Submittal	01-11-2018	Upcoming eForms Feature	eForm created but never saved by user

1 - 10 of 15 items  
EEC eForms loaded at 10:19 AM

- Once you have selected the file you wish to work with, the following form details screen will appear.

Form Details:

Form Name: DAQ Field Operations Branch Electronic Submittal

Form Id: 34

eForm Submittal ID: 117623

eForm Transaction ID: 811bd79f-3457-4722-bca2-bfd4dabf75fb

Status: Completed Migration to EEC Data Management System [Help](#)

Date: 03/08/2018

Submitted to DEP?: Yes [Help](#)

Create a new eForm with values from this previously saved/submitted eForm.

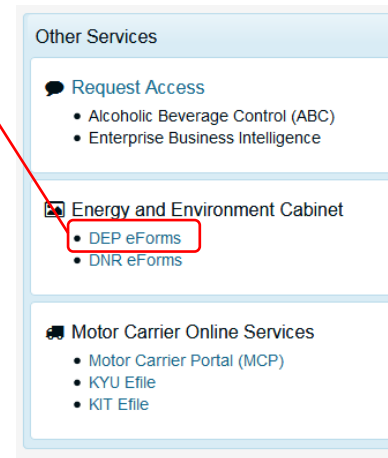
Once you have located the eForm Transaction ID, highlight the number and copy it.

Note: At this point you can select this option if you are creating a new form from previously saved information.

Document(s):

Document Name	Description/Type	Click Image to Download File
Relief Request SOP (2).docx	Annual Compliance Certification	
117623.html	eForm Submittal	

- From the One Stop Portal select DEP eForms.
- You will now be back at the EEC eForms Home Page.



- Select Forms and the list of available eForms appears. Instead of selecting from the list enter the Transaction ID at the top of the page.

**eForm by Transaction Id:**

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

Transaction Id

**Proceed**

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**List of available eForms:**

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
	<input type="text"/>	<input type="text"/>	DEP	<input type="text"/> ▼
+	Certified Sewerline Extension Form	Division of Water	DEP	27
+	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	DEP	34
+	DAQ Permit Application Electronic Submittal	Division of Air Quality	DEP	54
+	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	DEP	32
+	DCA Application for Reciprocity	Division of Compliance Assistance	DEP	20
+	DCA Registration Form For Exams and Training	Division of Compliance Assistance	DEP	18
+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	DEP	25
+	DOW Oil and Gas Registration	Division of Water	DEP	2
+	Dental One Time Compliance Report	Division of Water	DEP	71
+	KPDES KYG04 Coal Information Update Form	Division of Water	DEP	22

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